

AIRCRAFT RESCUE AND FIRE FIGHTING COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the Aircraft Rescue and Fire Fighting Division of the fire service, the primary duties of which include responding to and assisting in directing firefighting and rescue work at the scene of an aircraft incident. The incumbent of this class is responsible for developing a training program and providing training in aircraft rescue and firefighting techniques and maintaining all records for the division. The Aircraft Rescue and Fire Fighting Coordinator supervises the general care and maintenance of all assigned aircraft rescue and firefighting apparatus, equipment, and property and acts as the liaison between the Airport Authority and the Iberia Fire Protection District #1 Fire Department. The employee of this class exercises no direct supervision over the line classes; however, the incumbent of this class exercises limited supervision over departmental personnel during training. The employee of this class has the authority to work independently in most areas and performs duties with some supervision. The incumbent in this class reports to and has worked reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be logical assignments, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all aircraft rescue and firefighting incidents at the airport in order to extinguish fires involving aircraft and airport facilities and operations. Performs size-up of an emergency scene and observes operations including rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinklers and standpipe systems, water supplies, salvage and overhaul, emergency medical operations, and the use of specialized airport crash units and firefighting rescue apparatus. Communicates critical incident information to the incident commander for the purposes of developing strategic and tactical plans. Assists the incident commander by acting as an advisor, helping to decide the best method to handle the incident. Takes charge of all safety procedures at the incident scene. Secures all airport fire scenes to prevent removal or damage of evidence and restricts access to authorized personnel.

Ensures that all vehicles are garaged at one or more strategic locations as needed to meet the required response times. Ensures that all emergency airport aviation vehicles are equipped with the tools, equipment, and extinguishing agents necessary to effectively support aircraft rescue and firefighting operations. Investigates airport fuel spills or other accidents, determines the cause, and recommends any corrective actions needed. Remains present during a fuel servicing if passengers remain on board the aircraft to ensure that safety procedures are followed and to aid in emergency evacuation procedures, if necessary. Ensures that the airport fire station and housing meet the required specifications. Prepares the division for inspections and studies regulations manuals from various organizations in order to determine what, if any, improvements are needed to pass inspections.

Develops and implements a training program for the Aircraft Rescue and Fire Fighting Division. Participates in pre-planning for aircraft incidents and in aircraft crash simulation exercises. Personally trains personnel in aircraft rescue and firefighting by conducting training in the classroom as well as conducting drills and evolutions. Conducts training in basic firefighting, safety, pump operations, driving fire equipment, nozzle and hose handling, rescue, forcible entry, ladders, fire streams, and fire attack. Maintains records of training activity of the division.

Monitors and evaluates conditions at the airport which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern firefighting methods and administrative practices and on the most recent NFPA standards that apply to the work of fire department and the division. Coordinates the work of the department and the division with the Federal Aviation Authority, releasing information and giving assistance when needed. Serves as the department liaison with the Airport Authority.

Acts as consultant for fire departments in surrounding areas, providing technical expertise, assistance, and cooperation in training and/or aircraft firefighting efforts when necessary. Informs the public about fire department work by means of talks or distribution of literature concerning aircraft incidents and firefighting techniques. Coordinates special projects related to public relations or the image of the fire department dealing with aircraft rescue and firefighting plans.

Supervises the general care and maintenance of all assigned aircraft rescue and firefighting apparatus and equipment, motor

driven vehicles, stations and grounds, and other related property. Arranges for repairs and maintenance of aircraft rescue and firefighting facilities, equipment, or operating systems and inspects after repairs to see that repairs were properly accomplished.

Writes requests for grants or other special funds to aid in the operation of the fire service. Writes specifications for new fire department equipment for public bids. Meets with sales representatives to review products. Recommends the purchase of equipment and supplies for the division, including major purchases, keeping such requests within the established budget. Orders supplies and equipment and maintains the inventory.

Maintains all records for the Aircraft Rescue and Fire Fighting Division and determines what information should be included in the records and in what form this information should be kept. Compiles and organizes data in order to write reports. Personally completes any reports, forms or records required to document activity.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have at least five (5) years of experience in fire suppression in a fire department.